CHAPTER 36

GRADUATE STUDENT ACADEMIC STAFF - MILWAUKEE

CHAPTER 36A

APPOINTMENTS AND DUTIES

36A.01 Definitions
36A.02 Supervision of Teaching Assistants
36A.03 Departmental Committee on Teaching Assistants
36A.04 Appointment of Teaching Assistants

36A.01 Definitions. Students with appointments to positions carrying the following titles are members of the graduate student academic staff and share in the privileges and responsibilities of other members of the University academic staff (defined in Section 10A.01) as provided in Chapter 10 and in subsequent sections of this chapter.

1) Teaching Assistant. This title designates a graduate student who has been assigned instructional responsibilities under faculty supervision in an academic department, as specified in Section 36A.02.

2) Project or Program Assistant. This title designates a graduate student employed to assist with research, training or other academic programs or projects. Appointment to this position is at the pleasure of the appointing authority.

3) Research Assistant. Use of this title is subject to special limitations. A research assistant is distinguished from a project or program assistant by the direct relation of the work he performs to his degree requirements. Appointment to this position is at the pleasure of the appointing authority.

36A.02 Supervision of Teaching Assistants. A teaching assistant's immediate supervisor is the faculty member in charge of the course in which he is assisting, or the faculty member designated by the department as coordinator of teaching assistants. Lines of communication beyond the immediate supervisor include, in this order, the chairman of the department, the office of the dean, and the office of the chancellor. Teaching assistants are subject to faculty supervision in the conduct of their duties, and in such academic matters as course content, procedures and grades.

36A.03 Departmental Committee on Teaching Assistants. Each department employing teaching assistants, or each school or college in case of non-departmentalized units, shall establish a committee as follows:

1) Membership. The committee shall consist of faculty members and teaching assistants, with a majority of faculty members as defined in Section 5.05.
2) Functions.

a) The committee shall act as a hearing body on complaints from teaching assistants. The findings and recommendations of the committee in regard to complaints shall be reported to the executive committee of the department for action. A teaching assistant may appeal an adverse ruling of the committee to the dean.

b) The committee shall consider matters of educational policy and planning and report its findings and recommendations to the departmental faculty for action in accordance with Section 7.03.

36A.04 Appointment of Teaching Assistants. Graduate students employed as teaching assistants are appointed by the appropriate dean or director for one semester or one academic year. Employment may be continued beyond one academic year, provided that the work of the teaching assistant is satisfactory to the department, that the teaching position is required, and that the budget permits such continuation.

Each teaching assistant shall receive a letter of appointment, stating the duration, salary, duties, and other terms of appointment, including specific assurance against arbitrary dismissal as provided for in this chapter, a copy of which shall accompany the letter of appointment. Each school or college shall prepare its own letters of appointment.
CHAPTER 36B

DISMISSAL OF TEACHING ASSISTANTS

36B.01 Definitions
36B.02 Dismissal for Cause
36B.03 Dismissal Procedure
36B.04 Campus Hearing Committee
36B.05 Hearing
36B.06 Right of Appeal
36B.07 Suspension from Duties
36B.08 Consideration of Charges after Expiration of Appointment
36B.09 Effect of Discontinuance of Charges

36B.01 Definitions. Dismissal means being dropped from the payroll before the end of the term for which the teaching assistant was appointed. Reassignment to other duties or a decision not to renew a teaching assistant's appointment is at the discretion of the department and is not to be deemed dismissal.

36B.02 Dismissal for Cause. Before the end of his term of appointment a teaching assistant may be dismissed only for adequate cause.

36B.03 Dismissal Procedure. If adverse information about a teaching assistant, possibly warranting dismissal, comes to a dean or department chairman, he shall investigate it and discuss it with the teaching assistant at an interview. Such interview, however, shall not be required if the teaching assistant does not respond to an invitation to it given to him personally or mailed to the address he has recorded with his department, or is unavailable for such discussion within 15 days after the mailing of such invitation. Before a teaching assistant may be dismissed, he must have written notice of specific charges against him, signed by the dean or department chairman, and delivered to him personally or mailed to the address he has recorded with his department. Within 15 days of the delivery or mailing of the notice of charges, the teaching assistant may request a hearing by the campus hearing committee by giving written notice to the dean or chairman who signed such charges; otherwise he shall be dismissed at the end of the 15 day period. Upon such request the teaching assistant shall be entitled to a hearing before a campus committee as hereinafter set forth.

36B.04 Campus Hearing Committee. The Chancellor shall annually appoint a campus hearing committee of three faculty members, designating one as chairman, and two teaching assistants. A member of the hearing committee shall be disqualified from serving on any case in which he or his department is concerned in the charges to be considered. In that event, or if he disqualifies himself for any other reasons, the remaining members may appoint someone to serve in his place.

36B.05 Hearing. A hearing for a teaching assistant whose dismissal is being sought includes:

1) service of notice of hearing with specific charges in writing at least ten days before the hearing;

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2) access to the names of witnesses and documentary evidence relevant to the charges;

3) a right to be heard in his own defense, to offer witnesses, and to question witnesses;

4) access to any record of the hearing;

5) a closed hearing, unless he requests a public hearing; and,

6) findings of fact and a decision based on the hearing record.

36B.06 Right of Appeal. If the campus committee finds no adequate cause for dismissal, the teaching assistant shall be reinstated, if previously relieved of his duties. If the committee finds adequate cause for dismissal, it will notify the teaching assistant of this in writing and his dismissal shall become effective at the end of ten days, unless he appeals in writing to the chancellor within ten days for final administrative decision.

36B.07 Suspension from Duties. Pending final decision as to dismissal, a teaching assistant may be relieved of his duties if the departmental committee on teaching assistants considers that harm will probably result from continuing him in his position. If he is relieved of his duties, his salary shall continue until a final decision to dismiss him.

36B.08 Consideration of Charges after Expiration of Appointment. If the term of an appointment expires before proceedings on charges are concluded, the teaching assistant may elect in writing that proceedings continue to a final decision; otherwise the proceedings shall be discontinued.

36B.09 Effect of Discontinuance of Charges. If a teaching assistant whose dismissal is so sought requests a hearing, failure of the University to hold a hearing within 30 days shall be deemed a discontinuance of the proceedings and a permanent withdrawal of the charges as without merit. This provision shall not apply, however, if the student withdraws from the University or is otherwise unavailable for a hearing within the 30-day period.
COMMENTS ON FACULTY DOCUMENT 630

By James Ambrose, Chairman, Codification Committee

Dec. 10, 1970

The initial draft of this document was made after the committee had studied the following documents:

1) Chapter 10B, "Teaching Assistants"; draft of April 25, 1968.
2) Chapter 25, "Teaching Assistants - Madison"; approved by faculty 12/2/68.
4) "Agreement Between The University of Wisconsin Madison Campus and the Teaching Assistants Association"; April 9, 1970.

Several subsequent drafts were made and reviewed with Associate Dean Halloran of Letters and Science, Associate Dean Norwood of the Graduate School and the members of the University Committee. Faculty Document 630 represents the sixth draft prepared by this committee.

In the interim between the submission of this document for the calendar of the senate and today's meeting we have submitted the draft to the deans and directors at UWM for their review and comment. As a result of our own further considerations and some comments received to date, we offer the following possible revisions to Faculty Document 630.

1) 36A.03(1) Revise to allow each department to establish the eligibility of its faculty for committee membership.

2) 36A.03(2)(b) Clarify which educational matters are to be dealt with by this committee, and how this relates to other committees which may exist in individual departments.

3) 36A.04 Add at end of first paragraph: ...continuation, and that he maintains a satisfactory academic record.

4) 36B.03 Divide into two subsections, as follows:

1) Interview. If adverse information .......

2) Hearing. Before a teaching assistant ..... 

5) 36B.03 Revise to prevent the current possibility of thirty days elapsing between initial charges and dismissal, if there is no response from the TA.

6) General: Add some reference to undergraduate teaching assistants.

Question reference to research and project assistants being only in definitions.

Clarify responsibilities of TA's and appointing and supervising authorities.